



Water Resources Advisory Commission Draft Communications Guidelines

I. Scope

These guidelines outline identify the communications protocols of the Water Resources Advisory Commission.

II. Purpose

This document is designed to provide a framework for managing communications between the Water Resources Advisory Commission, the Governing Board and staff of the South Florida Water Management.

III. References

Governing Board Resolution No. 01-22
Florida's "Sunshine Law" - §286.011, F.S.
Ethics – §112.313, F.S.

IV. Communication Guidelines Between Governing Board and WRAC

A. *Priority Plan Development and Revisions*

1. Within three (3) months of being established the WRAC will develop a Priority Plan for approval by the Governing Board.
2. The WRAC will provide updates to the Priority Plan on an "as needed" basis.

B. *Issue Identification and Input in the Development of the WRAC Agenda*

1. The Governing Board, at their regularly scheduled meeting(s), can request that the WRAC schedule specific policy issues for consideration at the next available meeting, or request that the WRAC hold a special meeting to consider a policy issue. Governing Board request(s) will be made to the WRAC Chairperson.
2. From time to time, the Governing Board can request individual WRAC members to make a presentation at a regularly scheduled Governing Board meeting. Consideration will be given to the individual WRAC member's schedule.
3. The Governing Board can request that Governing Board Operation's staff schedule a WRAC presentation on issues of concerns as part of the next Governing Board Workshop
4. The Governing Board can request that Governing Board Operation's staff schedule a joint meeting with the WRAC.

C. *WRAC Reporting to Governing Board*

1. Recommendation(s) - As established in SFWMD Resolution 01-22 the WRAC will make every attempt to reach consensus on every issue reviewed. If after a reasonable time frame the WRAC cannot reach consensus the WRAC Chairperson can decide to stop deliberations and forward the results of the deliberations to the Governing Board identifying the issue(s) that created the deadlocks.
2. The WRAC Chairperson will provide monthly briefings to the Governing Board at their regularly scheduled meeting. Briefings will include, but are not limited to, WRAC recommendations, status updates, and future WRAC agendas.
3. WRAC members can request to speak to the Governing Board regarding specific stakeholders concerns at a regular Governing Board meeting. After notifying the WRAC at a regularly scheduled meeting Governing Board Operation's staff will make "time certain" appointments.
4. WRAC recommendations that include comments directed at other organizations will be discussed with the Governing Board prior to finalizing and forwarding recommendations.

V. *Communications Guidelines Between WRAC Members*

A. *Policy Discussions*

1. All policy discussions will be held during properly noticed WRAC meetings.
2. Staff will record members' position statements and specific questions made to the Governing Board or staff (staff will forward statements and questions to the Governing Board).
3. Individual members can provide written information to all members of the commission. Members receiving said communications are not to reply to the sender of the message. Discussion on the issue raised will be held at the next scheduled meeting.
4. Individual members can request that staff poll other members of the commission regarding any issues. After receiving approval from the WRAC Chairperson, staff will poll WRAC members and provide the results at the next staff meeting.
5. From time to time the different stakeholders groups making up the WRAC membership can request that staff schedule a special stakeholder meeting(s) to discuss and formulate position statements on specific policy issues.

B. *Agenda Development*

1. Agendas for future WRAC meetings will be developed during regularly scheduled WRAC meetings. Decisions to add additional meeting to the schedule will be considered by the Chairperson during these discussions. A preference for the third Thursday will be given when scheduling additional WRAC meetings.
2. Individual members can request that staff schedule a policy discussion at a future WRAC meeting. After receiving WRAC Chairperson approval, agenda items

requested would be considered at the next WRAC meeting, if no time constraints exist.

3. Agendas will be finalized after approval from the Executive Office and the WRAC Chairperson.

C. *Expected Meeting Behaviors*

WRAC members have agreed to abide by the following behaviors during the course of their meetings:

- Listen actively to others views. Seek to understand before being understood.
- Respect other's perceptions as their reality, even if you have a different point of view.
- Don't interrupt others when they are speaking.
- Don't engage in "side" conversations.
- Disagree without being disagreeable. Express a different viewpoint as a concern or another viewpoint.
- Stay on the point when speaking. Build on others' points.
- Encourage participation from everyone. Speak to the entire group, no one-on-one.
- Share the time equally. Avoid long-winded speeches.
- Be honest. Say what you have to say in the room, not "in the parking lot".
- Don't make anyone "pay a price" for what they say during the meeting.
- Deal with conflicts openly, decide as a group how to resolve them.
- Avoid overselling your ideas or beliefs.
- Don't throw grenades.
- Have fun, keep your sense of humor.

VI. Communications Guidelines Between District Staff and WRAC

A. *General Communications*

1. WRAC member's request for information will be made to Governing Board Operations staff. Governing Board Operations staff will coordinate a response with appropriate District staff and will ensure distribution to "Interested Parties" and maintain proper records.

B. *How to Schedule an Issue for WRAC consideration*

1. Governing Board Operation's staff will start the WRAC agenda development process three (3) months prior to a meeting. Agenda's are finalized and distributed ten (10) days prior to the meeting.
2. Governing Board Operation's staff will be responsible for coordinating communications between WRAC members and SFWMD staff.
 - a. SFWMD staff shall contact Governing Board Operation's staff to schedule an issue on the WRAC agenda.
 - b. Governing Board Operation's staff will coordinate with the Executive Director, Deputy Executive Directors, Department and Division Directors, to schedule WRAC presentations requested by the Governing Board and/or WRAC.
3. A minimum of forty-five (45) days advance notice will be required for staff interested in scheduling an issue on the WRAC agenda. The lead time requirement is to

allow the Governing Board an opportunity to review and comment on WRAC agendas.

4. Governing Board Operations staff will coordinate with all involved ensuring that staff presentations are well thought out and complete.
5. Copies of the agenda and backup information will be posted on the WRAC web pages. WRAC members and interest parties will be notified by email of said postings. Copies of the materials will be mailed to the members and interested parties

C. Presentation Overhead Requirements

Overheads used for WRAC meetings must be clear and easy to read on the monitors. Please use the following format when preparing your presentations:

1. Overhead Projector (ELMO)

- Use an 8 ½ x 11 Horizontal (Landscape) format for the image area.
- On an 8 ½ x 11 Sheet, the Image Area should be 6" x 8". This ensures proper proportions without cropping the image or having negative space.
- Use 1 ¼" Borders

The presentation overheads should use white background with black text. If graphics are on the page, color should be used for clarity. Elmo's overheads should not have a color background.

- Type size should be 24 point to 32 point for text, 36 point to 44 point for headings. (Titles)
- Use **upper and lowercase lettering** (easier to read than all capitals).
- Maps, charts, or other illustrations should have legible type and heavy lines for clarity. (Can be in color)
- Use heavy paper so the presentation from the previous page is not visible. Text Fonts should be **Arial Bold** or **Helvetica Bold**.
- Text Fonts should always be dark colors, (BLACK).

2. Slides

- a. Submit in standard Kodak 80 Slide Carousel.
- b. Slide Tray should include the following information:
 1. Name of Presenter
 2. Agenda Item Number
 3. Number of Slides Used
- c. Slides should be submitted to Governing Board Operations staff before the meeting starts.
- d. Slides with text should have color contrast for clarity (dark blue background with white text, for example).

Please remember that if you reduce the font size to put more information on a page, it will be harder to read. It is better to use more overhead pages rather than a smaller font size.

3. On Screen Shows

Start with a blue background, yellow text for titles, white text for body and red bullets. These contrast and project well. If you need other colors for distinguishing from different things than use a light green or light blue.

D. *How to submit WRAC backup and/or presentations materials:*

1. Back up materials intended to inform WRAC members prior to the meeting must be forwarded electronically to Governing Board Operation's staff 15 days prior to the meeting.
2. Copies of presentations meant for distribution at the meeting can be provided to Governing Board Operation's staff two (2) days prior to an out of town meetings or one (1) day prior to a headquarters' meetings.
3. Number of copies needed for WRAC agenda items/presentation:
 - 1 electronic original
 - 150 B&W Copies for distribution on the day of the meeting (PowerPoint presentations shall be printed three (3) slides per page).